# Zoom Meeting Preparation

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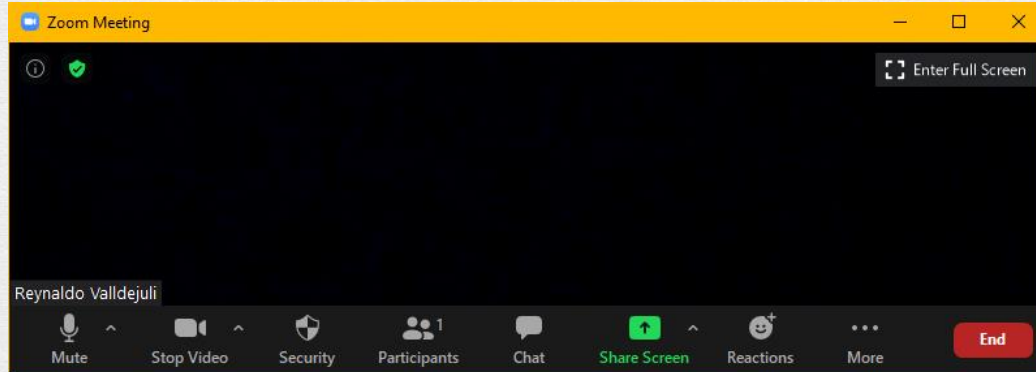
Data Coordinator Monthly Call
February 4, 2021

Visit the School Improvement Library for a copy of all webinar decks.

Believe to Achieve

The Department recently released *Believe to Achieve: Educational Priorities*. This priorities plan serves as the Department's roadmap to improving outcomes for all Louisiana children.

Believe to Achieve includes the Department's new belief statements, state data to help track progress toward Louisiana's six critical goals, and the new priorities that will direct the LDOE's efforts as they work toward achieving the critical goals. Each priority outlines focus areas for the key actions and initiatives.

ACCESS *Believe to Achieve*

Believes

Agenda

I. **2020-2021 Open Data Collections**
   - 2020-2021 eScholar Systems
   - 2020-2021 Legacy Systems Spring Collections
   - System Collection Guidance
   - Validation Reports Review

I. **2020-2021 Parallel Data Collections**
   - Legacy Systems
   - EdLink 360 Extracts
   - Data Submissions Review

Suggested participants for this call:

- Early Childhood Supervisors
- Curriculum Supervisors
- Data Coordinators
- District Test Coordinators and Accountability Contacts
- Federal Program Supervisors
- High School and Career and Technical Supervisors
- Personnel Directors
- Talent Supervisors

Secure Portal Updates

Principal and Superintendent Secure Portal Updates

The secure portal site includes two user groups; a principal user group for viewing specific sites, and a superintendent user group for viewing an entire district.

- A **Secure Portal User Request Form** is available on the Data Management FTP in the **Secure Portal** folder. Data Coordinators should download and provide to superintendents for adding users that need access to the secure portal. **Access will be granted every week on Fridays.**
- Once updates have been completed, the Data Management FTP Coordinator should rename the file using the naming guidelines below and upload the form in the same location as the original.
  File Name: [LEA Code]_[LEA Name]_Secure Portal User Request Form_Completed
  Example: ***001_Acadia_Secure Portal User Request Form_Completed***
- In order for changes to be made, the Superintendent must email systemsupport@la.gov. confirming the user requests and providing his/her consent to the Department to grant access to those users.
- The last column of the form will be used to update Data Coordinators when access to the secure portal has been granted by LDOE.

Louisiana School Finder

Louisiana School Finder Data Refresh

The Department will update monthly the ABOUT OUR SCHOOL section in School Finder to reflect any changes made in Sponsor Site (SPS) at the end of each prior month. Information is pulled down around the 1st of each month, and changes in School Finder are reflected mid-month. Please reference the Louisiana School Finder Data Guide for additional information on data sources.

Data Source	School Finder Sections	Refresh Timeline
Sponsor Site	Website, administrator, social media, clubs and sports	Monthly
Sponsor Site	Address, phone #, grade configuration	December
PEP	Principal name	January & August
CUR/PEP/SIS	Academic offerings (AP, DE, foreign languages), music/art offerings	January

Interest and Opportunities Survey

The Interests & Opportunities survey has been released and will be open until **February 22.** Unique access codes for school leaders and the link to the survey were shared with school leaders and LEA accountability contacts. The access codes are also available on the secure FTP as part of the weekly completion reports that are uploaded to the FTPs on Friday mornings. School leaders should coordinate any survey issues with their LEA accountability contacts.

Surveys must be validated by the school system superintendent in order to be counted for accountability. There is a fillable PDF version of the survey available here to draft responses; however, the survey must be completed in JotForm in order to count towards accountability. A complete FAQ on the Interests and Opportunities Index, including accountability calculation information, is available here.

Data Sharing Agreements

Data Sharing Agreements

Pursuant to R.S. 17:3914, school systems are required to have a contract or data sharing agreement in place with private vendors that deliver services in order to share personally identifiable student data.

Security Coordinators and Data managers should review the 2020-2021 list of data sharing agreements

- Opt in to the agreements needed by your school system, including eScholar, CAI_SER, Hoonuit, and Cambium.
    - Download and complete each agreement with the appropriate approval signatures
    - Use the JotForm link for the agreement to submit

Please contact LDEData@la.gov with questions.

LDOE Systems Access and User Credentials

eScholar Systems Access

URLs for eScholar Systems Access:
- **Uniq-ID:** https://louisianasecureid.escholar.com/uid/login.do
- **DirectMatch:** https://louisianasecureid.escholar.com/uid/login.do
- **StaffID:** https://louisianastaffid.escholar.com/uid/login.do

Security Coordinators should use the eScholar **Admin URLs,** to assign (new staff) or remove (exited staff) access to the eScholar systems:
- **Uniq-ID, DirectMatch:** https://louisianasecureid.escholar.com/uidmgr/
  - Instructions: Provisioning Users for Louisiana Secure ID and DirectMatch
- **StaffID:** https://louisianastaffid.escholar.com/uidmgr/login.do
  - Instructions: Provisioning Users for StaffID

Please contact systemsupport@la.gov with questions.

Legacy Systems Access

LEADS Portal: https://leads3.doe.louisiana.gov/ptl/

If you are having issues with accessing the legacy systems using the LEADS Portal, please note that many of the systems are not optimized for Browsers newer than IE 9.0.

- Please ensure you are using Internet Explorer.
- Please ensure you have compatibility view set up for both *louisiana.gov* and *la.gov.* Refer to the instructions for setting up IE to use Compatibility View.

Security Coordinators should ensure that data managers and other staff have the proper credentials to access the LDOE **legacy systems**

- Using TAS, assign (new staff)/remove (exited staff) access to legacy systems.
- Please refer to the TAS User Guide.

Please contact systemsupport@la.gov with questions.

EdLink FTP Server Access

Security Coordinators should have previously received information on accessing the EdLink FTP server.

EdLink360 extracts should be dropped on the EdLink FTP server no later than 7:00 pm.

For additional information about the creation and submission of the EdLink 360 extract files, please refer to the EdLink360 user guides, training decks, and data submission schedule posted on the EdLink360 support page.

EdLink 360 Dashboards Access

This is the EdLink 360 dashboard link: https://reports.edlink.la.gov/Dashboard.

Access rights to EdLink 360 for the 2020-2021 school year will be provisioned through the new EdLink Security System **by your LEA Security Coordinator**.

Please refer to the EdLink Security section on the EdLink360 support page for information.

Please contact edlink360@la.gov with questions.

EdLink Security for Security Coordinators

Security Coordinators must take the necessary steps to set up their access in EdLink Security before access can be granted to any district staff for EdLink 360.

1.   Security Coordinators should create a username and password https://My.LA.gov
2.   The username created by the Security Coordinator must be added to the State User ID field of eScholar StaffID

LEA staff should manually update this field in eScholar StaffID. Currently, the field is only needed for those needing access to EdLink 360 for 2020-2021.

3.   Security coordinators should notify LDOE of the username and staff ID by completing this very short survey; providing this information will ensure you are initially loaded into EdLink Security as a Security Coordinator
4.   Wait for a notification that you have been loaded into EdLink Security as a security coordinator

Please contact kaylie.loupe@la.gov with questions.

EdLink Security for Other Staff

After Security Coordinators are set up in EdLink Security, school system staff can begin requesting access for EdLink 360 in EdLink Security. These same steps will need to be followed for any vendor and LEA wishes to provide access to.

1. School System staff should create a username and password https://My.LA.gov
2. The username created by the staff member must be added to the State User ID field of eScholar StaffID. *LEA staff should manually update this field in eScholar StaffID. Currently, the field is only needed for those needing access to EdLink 360 for 2020-2021.*
   - In eScholar StaffID, search for the person by the first/last name or by StaffID
   - Select the appropriate record
   - Select the EDIT STAFF button at the bottom right of the page
   - The Customer Defined Field will appear (see under the address section)
   - Enter the Username
   - Select the UPDATE STAFF RECORD button at the bottom right of the page

   NOTE: LDOE is currently working on a process for maintaining this field for the 2021-22 school year.

Please contact kaylie.loupe@la.gov with questions.

EdLink Security for Other Staff (contd.)

3. The staff member should request the following access in EdLink Security (registration.edlink.la.gov):

   a. Location: local school system

   b. Application: EdLink 360

   c. Role: Data Analyst

   d.   Permissions: K-12

 4. The local security coordinator will review and approve the request in EdLink Security.

Full steps and screenshots are available in the EdLink Security Guide posted on the EdLink360 support page. .

Please contact kaylie.loupe@la.gov with questions.

2020-2021 Open Data Collections

2020-2021 Data Collection Calendar

Open Year Round

FALL Collections

SPRING Collections

END-OF-YEAR Collections

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Open Year Round: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Open Year Round: Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
		Oct 1 MFP/IDEA SPC, SIS, HTS				Feb 1 MFP SPC, SIS, HTS					
		K-3 Assessment									
		Oct 1 CLASS SPC, SIS, HTS, CUR, PEP							CVR SIS, PEP, CUR		
		TSDL Fall				TSDL Spring					
STS End-Of-Year (Prior Year)						STS Mid-Year			STS End-of-Year		
									SPC, SIS, HTS End-Of-Year		
PEP End-Of-Year (Prior year)									PEP End-of-Year		
AFR End-Of-Year (Prior Year)											
Dropout Corrections (SIS EOY Prior Year)											

A listing of what data is collected during each data collection period is available.

Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the System Support page.   Latest Revision: 02-04-21

2020-21 Benchmark Calendar

Worksheet Descriptions:
Benchmarks: Action Items by collection/category for all systems
Key Dates: Major Collection Dates and Key Terms
Systems tabs (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, TSDL, etc.)
Webinars & Trainings: Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

| Audits | Collection Open Dates | Collection Deadline Dates | Intermediate Benchmark Dates | Final Data Pulls and Report Runs |

Return to Benchmarks tab | User Guide | User Guides are posted on the Louisiana Believes website (under Data Systems).

2020-21 **Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email Tara.Baylot@la.gov or SystemSupport@la.gov

Month	Date	System	Collection/Category	Action Item

In each tab, you can review specific information, by filtering the columns by COLOR, date, system, and collection:

- Benchmark tab - Lists year-long summary of action items for ALL systems
- Key Dates - Lists major collection dates
- System tab - Lists action items by system

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2020-2021 eScholar Uniq-ID

Louisiana Secure ID System (eScholar)
2020-2021 Uniq-ID

For faster service in resetting your eScholar password, please contact:

- Your security coordinator if you are a district user
- LDEData@la.gov or Jayanthi.Sothirajah@la.gov if you are the security coordinator

RetireID or SplitID:

- The RetiredID or SplitID templates are available on the SystemSupport page.
- Email completed forms to Anantha.Lakkakula@la.gov
- Once a LASID has been retired/split in eScholar, the following steps are necessary to correct the LASID in all LDOE data systems.
    - The retired LASID must be changed to the active LASID in your local system
    - The new LASID must be changed in your local system
    - The active LASID and other information for the student must be submitted to eScholar
    - The LEAs must update all LDOE data systems to use the student's new active LASID

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Louisiana Secure ID System (eScholar) 2020-2021 LASID Audit Resolution # 4

Audit files were posted on DM FTP on **February 3, 2021** (look in the SecureID folder)

- File Name: *LEACODE_2020-21_LASID Resolution4*
- Compare the demographic information for the students in the file.
- Indicate Same or Different in the <u>first column </u>of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
- Save the file as ***LEACODE_2020-21_LASID Resolution4_COMPLETE.***

Incorrect or duplicate LASIDs can create errors in:

- school and district performance scores, VAM
- dropout rates
- matching student test records across years
- identifying students for cohort membership

2020-2021 eScholar DirectMatch

Louisiana Secure ID System (eScholar)
2020-2021 DirectMatch SNAP and TANF

eScholar DirectMatch https://louisianasecureid.escholar.com/uid/login.do

- **December SNAP and TANF** files were loaded into eScholar DirectMatch on **January 8**, **2021**
  - **LDOE ran statewide** DirectMatch for SNAP and TANF
    - **SNAP batch #**: 205918 – 206117   **TANF batch #**: 205919 – 206296
  - Districts must resolve SNAP and TANF near matches
    - Download SNAP matched records from **MyStudents**
      - ➤ DM Index - to be loaded into food service system
      - ➤ 3.0 file format - to be loaded into local SIS
    - Continue to run DirectMatch for any new enrollments made during the month

NOTE: MyStudents contains ALL students who were matched to the SNAP file from the start of the school year to the day the last DirectMatch was run.

Please contact Jayanthi.Sothirajah@la.gov with questions.

Louisiana Secure ID System (eScholar)
2020-2021 DirectMatch SNAP and TANF

eScholar DirectMatch https://louisianasecureid.escholar.com/uid/login.do

- **January SNAP** was loaded into eScholar DirectMatch on **February 3, 2021**
  - **LDOE ran statewide** DirectMatch for SNAP

    SNAP batch #: 209741–209958 **TANF batch #**: 210196-210392

  - Districts must resolve SNAP and TANF near matches
    - Download SNAP matched records from **MyStudents**
      - ➤ DM Index - to be loaded into food service system
      - ➤ 3.0 file format - to be loaded into local SIS
    - Continue to run DirectMatch for any new enrollments made during the month

NOTE: MyStudents contains ALL students who were matched to the SNAP file from the start of the school year to the day the last DirectMatch was run.

Please contact Jayanthi.Sothirajah@la.gov with questions.

Louisiana Secure ID System (eScholar) 2020-2021 DirectMatch Audit # 2

Districts should review all June - January DirectMatch runs and report lunch status updates in SIS for Feb 1 MFP.

If a LASID has been split or retired, you will need to resend the student through DirectMatch for SNAP matching.

Special Note: CEP does not mean district/schools should report 100% of their students as Free.

Only **eligible** students should be reported as free in SIS if they qualify for free lunch:
- Qualified via SNAP from DirectMatch
- DC Extended (siblings or children at the same address), enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care
- Qualified through income survey forms (if attending a CEP school)
- Qualified through lunch applications (if attending a non-CEP school)

Please contact Jayanthi.Sothirajah@la.gov with questions.

Louisiana Secure ID System (eScholar)
2020-2021 DirectMatch SNAP and TANF

To receive automatic monthly notices when the SNAP file has been loaded to DirectMatch, please refer to the CNP Registration for SNAP Update Notifications posted on the System Support page.

Additional information is available :

- Economically Disadvantaged Definition
- National School Lunch Program Direct Certification
- Options for CEP schools (see the USDA's CEP Planning and Implementation Guidance document)

Please contact Jayanthi.Sothirajah@la.gov with questions.

2020-2021 eScholar StaffID

Louisiana Secure ID System (eScholar) Staff Unique Identifier (StaffID)

StaffID will be used to help Louisiana secure and protect sensitive data, and to uniquely identify staff in **EdLink 360**.

The following types of employees should be submitted to the eScholar Staff ID system for **StaffID** assignment.
- Regular employees *(employee status code = 01)*
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) *(employee status code = 03 or 04)*
- Post-secondary employees (for which the district collects SSN) *(employee status code = 02)*
- Long term substitute teacher reported to PEP as a regular employee *(employee status code = 01)*
- Resident teacher *(employee status code = 07)*

Which staff should NOT assigned a StaffID?
- Vacant *(employee status code = 01; SSN begins with 999)*
- Post-secondary employees *(employee status code=02; SSN begins with 998)*
- Short-term substitutes

Louisiana Secure ID System (eScholar)
Staff Unique Identifier (StaffID) (contd.)

How Should StaffIDs Be Assigned and Reported?
- Review the StaffID documents posted to the EdLink 360 support page .
  - Review StaffID User Guide
  - Review Frequently Asked Questions
  - Review StaffID training

Why are StaffIDs Needed?
- For the appropriate staff, a StaffID is required to be reported in all EdLink 360 extract files (*staff.tsv, course_offering_link.tsv, payroll_ldoe.tsv, staff_absences.tsv, etc.*).
- A StaffID is needed in order to establish security to the EdLink 360 dashboards
- Please refer to the EdLink security resources posted on the EdLink 360 support page
  - EdLink Security Training for Security Coordinators Slide Deck
  - EdLInk Security Guide – Security Coordinators v.2
  - Please contact your Security Coordinator for details about EdLink Security
  - Security Coordinators should contact edlink360@la.gov if they have questions

Please contact Jayanthi.Sothirajah@la.gov with questions.

Social Security Number (SSN)

The **Social Security Number** will continue to be reported in record layouts in the **legacy** Profile Of Educational Personnel (PEP) system and used to uniquely identify staff.

- Regular employees *(employee status code = 01)*
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) *(employee status code = 03 or 04)*
- Vacant employees (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*employee status code=02; SSN begins with 998 if not collected*)
- Long term substitute teacher reported to PEP as a regular employee *(employee status code = 01)*
- Resident teacher *(employee status code = 07)*

The Social Security Number should be reported in the *STAFF_SSN* field in the **EdLink 360** extract files (*staff.tsv, course_offering_link.tsv, payroll_ldoe.tsv, staff_absences.tsv, etc.*)

2020-2021 StaffID Assignments Summary
As of 01/29/21

Slide decks, Q & As from previous trainings, and the recording for the July 23 eScholar StaffID Training Webinar are available on the EdLink360 Support page. Please email edlink360@la.gov to request access (training cannot be downloaded).

StaffID Assignments for 2020-2021 for the 165 School Systems	Count of School Systems As of 01/29/2021
StaffID Assignments completed or in progress	162 (98.1%)
StaffID Assignments NOT STARTED	3 (1.9%)

If your file was rejected or records were canceled during the data validation stage, please review the instruction in the Identifying and Resolving Errors document. The same process can be used for UniqID.

Please contact Jayanthi.Sothirajah@la.gov with questions.

Louisiana StaffID (eScholar)
Frequently Asked Questions

QUESTION	RESPONSE
If a staff leaves after ID assignment, what should I do in eScholar StaffID?	● There is no need to do anything in eScholar StaffID. The new district should submit the new staff for StaffID assignment. The new district should select the **existing StaffID** by clicking on the Assign Selected button (and NOT create a new StaffID).
We have staff working in multiple districts. How do we submit them to eScholar?	● Submit multi-district staff to eScholar for the first district for StaffID assignment. Then submit the staff for the second district. This time, ensure that you select the existing StaffID (click on the Assign Selected button). Do not create a new StaffID for the person. Each multi-district staff should have only one StaffID.

2020-2021 Feb 1 MFP Spring Collection

February 1 MFP Spring Collection

Collection Name	Application System – What Data is Collected	Deadline
Feb 1 MFP	• **School Calendar (SPC)** – Planned calendars • **Student Information System (SIS)** – Student data for all students enrolled on 10/1 including enrollment, **attendance**, **discipline**, lunch status, homeless and other indicators (504, etc.). The Feb 1 MFP collection is the shortest annual collection period for SIS (about 4 weeks).	• **Opens: January 13, 2021** • **Deadline: February 12, 2021** *Note: SIS and SPC will close at midnight, Sunday, February 14th.*
Validation reports and rosters for the Feb 1 MFP spring collection will be dropped to the DM FTP the weeks of 1/25, 2/1, 2/8, 2/15, 2/22 (Final).		

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February 1 MFP Spring Collection
Reporting Student Discipline in SIS

These are the steps for submitting student discipline data for the Feb 1 MFP collection.

- **Step 1:** Submit your calendars to SPC and include any updates since your last calendar upload.
- **Step 2:** Next, using the **EVENT** tab, an 007-Event record must also be uploaded along with 093-Victim and 094-Non-student Perpetrator and Instance (if there are any of these record types).
- **Step 3:** Next, using the **STUDENT** tab in SIS, you can upload student discipline records along with the other records for the student. For example:
    - 010 -Demographic
    - 040 - Enrollment
    - 050 - Program (if required)
    - 120 - Address (If required)
    - 130 - Section 504 (If required)
    - 091 - Student Perpetrator and Instance
    - 092 - Actions and Interventions

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February 1 MFP Spring Collection
Reporting Student Discipline in SIS (contd.)

How to report discipline data:

○ Once discipline records have been uploaded for a student they must be uploaded each time a file is uploaded in SIS for that student. **Care must be taken so that the discipline data is not overwritten and/or replaced.**

- *e.g. Student A was submitted to the Feb. 1 MFP collection period in SIS with demographic, enrollment and discipline (record types 010, 040, 091 and 092).*
- *An error was found on the enrollment record (040) for this student.*
- *A correction was made in the local vendor system.*
  - *A new batch file was pulled and uploaded to SIS that included only the demographic and enrollment data (010 and 040 records).*
  - *Since the discipline records (091 and 092) were not included in the upload file with the students data, the original discipline **data was overwritten.***

February 1 MFP Spring Collection
Reporting Accurate Absence Data in SIS

- Absence data must be up to date and reported to SIS for the Feb. 1 MFP collection.
- Aggregated Absence data is reported on the student enrollment record (record type 040)

Please contact Tara.Baylot@la.gov with questions.

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February 1 MFP Spring Collection
Reporting Accurate Truancy Data in SIS

Truancy is defined as any student having either 5 unexcused days tardy or 5 unexcused days absent within a school semester per RS 17:233. (e.g., 3 days absent and 2 days tardy should not flag a student as being truant)

- Should be submitted by the LEA as a required 'Y' or 'N' flag which defines whether a student is truant for a given enrollment.
- Do not report any student that is considered an out-of-school suspension and expulsion towards a truancy count.

Truancy should be:
- reported based on a school semester with school semesters defined as the school year split into 2 equal parts or semesters.
- programmatically flagged based on reported/recorded attendance data, not manually updated or overridden.

Please contact Tara.Baylot@la.gov with questions.

February 1 MFP Spring Collection
SIS Multiple Enrollments

As we are working to submit data for the Feb 1 MFP collection, it is important that you are reviewing the multiple enrollment reports in SIS (SISR09) and your Data Validation Reports (located on the DM FTP). These multiple enrollments must be resolved during the current collection period. Each multiple enrollment remaining after the collection closes will be audited by Finance. The results of the audit will determine which school system will be funded. If an excessive number of multiple enrollments remain statewide, as is the current posture, then the time necessary to examine this number may extend the normal audit period.

- Guidance - Base Membership Desk Audit for Multiple Enrollments- February 1
- Guidance - Correcting Multiple Enrollments

Please contact Tara.Baylot@la.gov with questions.

SIS Reporting for Lunch/Income Eligibility Status

For reporting lunch status to the Student Information System (SIS), you should use the existing lunch status flag and report as follows:

- For schools participating in the <u>CEP</u>
    - If matched based on the *DirectMatch* process or other source eligible students
        - o "1" [free-lunch eligible]
    - If determined through **income verification** (see sample template <u>here</u>.) *
        - o "1" [free-lunch: Family Income 130% of Federal Poverty Guidelines] or
        - o "2" [reduced-lunch: Family Income 185% of Federal Poverty Guidelines]
- For school participating in the <u>Traditional Lunch program</u>
    - If matched based on the DirectMatch process or other source eligible students
        - o "1" [free-lunch eligible]
    - If determined based on **USDA lunch forms**
        - o "1" [free-lunch: Family Income 130% of Federal Poverty Guidelines] or
        - o "2" [reduced-lunch: Family Income 185% of Federal Poverty Guidelines]

* Please remember, for CEP schools, this indicator cannot be used in any way as a determination for receipt of benefit from the school food service programs.

Please contact Jayanthi.Sothirajah@la.gov with questions.

February 1 MFP Spring Collection Validation Reports and Rosters

Validation Reports and Rosters for the Feb 1 MFP collection will be dropped to the DM FTP on 1/25, 2/1, 2/8, 2/15, 2/22(Final).

Validation Report Elements	Validation Roster Elements
Funding • SIS Feb 1 MFP Enrollment • SIS Feb 1 MFP Total Enrollment • Sites with No Enrollment • Multiple and Duplicate Enrollments • SER Feb 1 MFP Counted, • SER Feb 1 MFP Not Counted • SER without SIS Special Populations (SIS and eScholar) • Free Lunch and Reduced Lunch • Homeless (SIS and HTS) • English Learners • Section 504 Students • Military Affiliated, Parent/Expectant Parent of a Child Special Populations (Other Sources) • Migrant Students and Foster Care Students Absences, Truancy & Discipline Potential Dropouts Grade Level Discrepancies	• Multiple and duplicate enrollments • Student discipline events • Students on Academic Improvement Plan • Students with 30 or more absences • Roster of students in Oct 1 MFP or Oct 1 CLASS but not in Feb 1 MFP • Homeless students • Current T9 students who were T9 at any time in the prior school year • Students in SER but not SIS • Students with a funding status change between Oct 1 MFP and Feb 1 MFP • Migrant students • Students in Feb 1 MFP with a difference of at least 2 grade levels in Oct 1 MFP • 504 students • Students in Feb 1 MFP with large grade-level change from 2019-20 EOY • List of CEP sites

February 1 MFP Spring Collection Validation Report

Validation Cover page:

- List of Reports and weekly dates they will be dropped in your DM FTP folder

- Provides a summary of the data submitted by your LEA as of the report date.

2020-21 FEBRUARY 1 MFP SIS SER Data Submission Validation Report

Data Coordinator(s):

This is an analysis report of data submitted for the SIS SER FEBRUARY 1 MFP data collection periods. This data is critical for MFP funding. Please pay close attention to the *"Why Verification Matters"* column. This column is designed to give you information on why it is important to validate your data and how this information will be used for funding, reporting, etc. Please verify your data by completing the actions listed in the column labeled *"How to Verify Data"*. There are columns showing each data point as of each time this report will be generated. These columns show the progress of your submissions throughout the collection period.

2020-21 SIS Feb 1 MFP Statement of Affirmation (SOA) Form and the *2020-21 SER Feb 1 MFP Child Count Data Status Statement of Affirmation Form* are attached at the end of this final report. Please submit the completed form with signatures by **Friday, March 12, 2021,** using the links included in the SOAs.

Important Dates: 2020-21 February 1 MFP SIS/SER Validation Reports will be available on the DM FTP during the following weeks:
- *Report 1:* Week of January 25, 2021
- *Report 2:* Week of February 1, 2021
- *Report 3:* Week of February 8, 2021
- *Report 4:* Week of February 15, 2021
- *2020-21 Feb 1 MFP Deadline: February 12, 2021*
- *Report 5 (FINAL Report):* Week of February 22, 2021

There is also an Excel report available on the DM FTP with further detail of elements within this report. The file name is *LEACODE_LEANAME_2020-21 Feb 1 SIS SER Validation ROSTER.xlsx*. Your LEA's FTP contact is listed on the LEA Contact list under announcements on the INSIGHT Coordinator Portal. The following sections are included in the Excel roster, *if your LEA does not have any data for a particular category your report will not show that category:*

Multiple and duplicate enrollments
Students on Academic Improvement Plan
Roster of students in Oct 1 MFP or Oct 1 CLASS but not in Feb 1 MFP
Current T9 students who were T9 at any time in the prior school year
Students with a funding status change between Oct 1 MFP and Feb 1 MFP
Students in Feb 1 MFP with a difference of at least 2 grade levels in Oct 1 MFP
Students in Feb 1 MFP with large grade-level change from 2019-20 EOY

Student discipline events
Students with 30 or more absences
Homeless students
Students in SER but not SIS
Migrant students
504 students
List of CEP sites

"*" indicates items on the following pages have a corresponding roster

A zero in any field denotes that data has not been reported for that field.

For assistance, please contact Tara.Baylot@la.gov **(SIS and SPC)**, Bernetta.Sims@la.gov **(SER)**, or Jayanthi.Sothirajah@la.gov **(eScholar Uniq-ID/DirectMatch).**

SIS Results are as of: **2/20/20 8:31 AM**   SER Results are as of: **3/1/20 6:00 PM**

February 1 MFP Spring Collection
Funding - SIS Feb 1 MFP

What is this section?
- This is the funding section of the validation report. In this section you will find Feb 1 MFP enrollment counts, Feb 1 total enrollment counts and sites that have not reported any enrollment.

Why is it important?
- These elements are important for your LEA's MFP count funding, federal reporting, assessment and accountability.

How do I verify and correct this data?
- Run the SISR01 and SISR03 reports for Feb 1 MFP in SIS.
- The SISR01 report in SIS provides you with a count of students who count for MFP (students not in grade 24 [PreK]) and not 22 years old the first day of school and are enrolled on the count date Feb. 1.
- The SISR03 report in SIS provides you with a roster of the students included in the SISR01 report.
- Verify your numbers. If the numbers are incorrect, make all edits to your local vendor system and upload any changes to SIS. Re-run the reports and validate if your counts are then accurate.

FUNDING – SIS FEB 1 MFP	Report 1	Report 2	Report 3	Report 4	Report 5	Why Verification Matters	How to Verify Data
MFP Enrollment:						Accurate enrollment counts ensure your LEA receives correct funding:	Run Feb 1 MFP reports.
Feb 1 **MFP** Enrollment						*MFP enrollment* is the primary data used in funding for the MFP.	• SISR01 Membership Count Report • SISR03 Membership Roster Report
2019-20 Feb 1 MFP Enrollment (FOR COMPARISON)						*Total enrollment* is the base for much of the departments reporting and provides counts for federal funding. It also is the base for all Special Population elements on this report.	**NOTE 1:** The above reports are live. If you have made changes since the as of date and time of this comparison report then the SISR01 and SISR03 may not match the enrollment counts on this report.
2020-21 Oct 1 MFP Enrollment (FOR COMPARISON)							
Total Enrollment:							
Feb 1 **Total** Enrollment							**NOTE 2:** MFP reports exclude grade PreK and over age 22 on August 1, 2020.
2019-20 Feb 1 Total Enrollment (FOR COMPARISON)							
2020-21 Oct 1 Total Enrollment (FOR COMPARISON)							
<u>Sites with No Enrollment:</u>							
	Report 1	Report 2	Report 3	Report 4	Report 5		
<u>Multiple and Duplicate Enrollments:</u>						ALL unresolved multiple & duplicate enrollments are removed from MFP counts and will be audited by LDOE Finance for Oct 1 MFP and Feb 1 MFP.	See Guidance - For Correcting Multiple Enrollments
Number of students enrolled in multiple LEAs*							Review students identified in the excel roster and complete the RetireIDTemplate.
Number of potential duplicate students*							

February 1 MFP Spring Collection
Special Populations

What is this section?
- This is the special populations section of the validation report. In this section you will find free lunch, reduced lunch, homeless, English learners, Section 504 students, military affiliated, expecting parents of a child, migrant and foster care student counts.

Why is it important?
- These elements are important for your LEA's MFP count funding, federal reporting, assessment and accountability.

How do I verify and correct this data?
- Run the SISR07, SISR37 and SISR38 reports for Feb 1 MFP in SIS.
- The SISR07 report in SIS provides a list of counts by site of enrolled students who have been reported as eligible for Free/Reduced meal benefits.
- SISR37 report in SIS provides a list of students who have been identified as homeless.
- SISR38 report in SIS provides a summary of students who have been identified as homeless.
- Verify your numbers. If the numbers are incorrect, make all edits to your local vendor system and upload any changes to SIS. Re-run the reports and validate if your counts are then accurate.

SPECIAL POPULATIONS						Why Verification Matters	How to Verify Data
Subgroup Enrollment (SIS and eScholar):	Report 1	Report 2	Report 3	Report 4	Report 5	Student subgroup information is utilized in various ways. For example, identification of your English learners (EL) in SIS helps the department precode these students to take the English proficiency test. Subgroup reporting is important to assessment, accountability, and federal reporting. Some subgroup information is also tied to federal funding (i.e., homeless and migrant). It is important that students are accurately identified in these subgroups.	**Run Feb 1 MFP reports.**
Free Lunch (SIS)							- *SISR07 Free/Reduced Lunch Enrollment Count Report*
Reduced Lunch (SIS)							- *SISR37 Homeless Roster Report*
Free Lunch (eScholar DirectMatch) *As of 3/2/20*							- *SISR38 Homeless Summary Report*
Homeless (Reported in SIS)*							Run in eScholar:
Homeless (Reported in HTS)							- DirectMatch for Jan and Feb SNAP updates. Please see the SNAP update schedule posted on LDOE INSIGHT.
English Learners (EL)							- MyStudents Report to determine all matched students.
Students with Interrupted Formal Learning (SIFE)						(New this year) SIFEs are ELs who have been further identified as students with interrupted formal education. It's important to identify these students so we can monitor their progress and identify additional programming and supports to meet their unique needs. See this link for more information.	If you have trouble verifying your student subgroup counts a student level roster can be provided by request.
Section 504 Students*							Migrant Student counts come from a file LDOE receives from the Meril System by the LEA Migrant Coordinator.
Military Affiliated Students							
Parent/Expectant Parent of a Child							
Subgroup Enrollment (Other Sources):							Foster Care Student counts come from a file received by LDOE from DCFS.
Migrant Students*							
Foster Care Students *As of Report 3*							

February 1 MFP Spring Collection
Attendance & Discipline

What is this section?
- This section is for attendance and discipline data.

Why is it important?
- These elements are important for your LEA's MFP count funding, federal reporting, assessment and accountability.

How do I verify and correct this data?
- Run the SISR39, SISR40, SISR31 and SISR32 reports for Feb 1 MFP in SIS.
- The SISR39 report in SIS provides a roster of students flagged as truant.
- The SISR40 report in SIS provides a count of students flagged as truant by grade level along with a truancy rate.
- The SISR31 (site level) and SISR32 (LEA level) reports provide the number of students who have had suspensions by grade, Out-of-School and In-School; the number of students who have had expulsions by grade, Out-of-School and In-School. These include alternative site codes. On these reports, items at the bottom listed with an "**X**" indicator need to be reviewed for accuracy.

ABSENCES, TRUANCY, & DISCIPLINE						*Why Verification Matters*	*How to Verify Data*
Absences*:	Report 1	Report 2	Report 3	Report 4	Report 5	*Attendance data is required to be up to date at the end of the Feb. 1 MFP collection.*	Run Feb 1 Enrollment reports:
(excludes infant, preschool and preK)						Attendance data is utilized for federal reporting and used to determine eligibility in the state Value Added Model, which incorporates absence data.	• *SISR39 Truancy Count Roster*
Average Number of Absences per Student							• *SISR40 Truancy Summary Count*
State Average Number of Absences per Student (FOR COMPARISON)							
Number of Truant Students						Please review attendance data if you have reported 0 absences as this is very likely inaccurate.	
Discipline*:	Report 1	Report 2	Report 3	Report 4	Report 5	This data is utilized for public and federal reporting.	Run Discipline Reports:
In-School Suspensions (Action/Intervention Code 004)						*Discipline data is required to be up-to-date at the end of the Feb. 1 MFP collection.*	• *SISR31 Discipline Data Verification Site Level Report*
Out-of-School Suspensions (Action/Intervention Code 002)							• *SISR32 Discipline Data Verification LEA Level Report*
Alternative Site Suspensions (Action/Intervention Code 006)							
In-School Expulsions (Action/Intervention Code 005)							
Out-of-School Expulsions (Action/Intervention Code 003)							
Alternative Site Expulsions (Action/Intervention Code 007)							

February 1 MFP Spring Collection
Potential Dropouts & Grade Level Discrepancies

What is this section?
- This section is for potential dropouts and grade level discrepancies.

Why is it important?
- These elements are important for your LEA's MFP count funding, federal reporting, assessment and accountability.

How do I verify and correct this data?
- Run the SISR24 report for Feb 1 MFP in SIS.
- The SISR24 report in SIS provides a lists of students identified as potential dropouts with the dropout type. This report can be used to verify entry date, exit date and exit reason code.

POTENTIAL DROPOUTS						*Why Verification Matters*	*How to Verify Data*
Potential Dropouts: 2020-21 Potential Dropouts	Report 1	Report 2	Report 3	Report 4	Report 5	Make corrections in 2020-21 Feb. 1 MFP while there is a better chance of determining what happened to students. Correcting dropouts during the school year may also prevent more extensive work and research when EOY reopens for the special dropout correction period (early-July through early-December). **Dropout corrections are no longer allowed during Data Certification.**	**Run Dropout Reports:** • *SISR24 Potential Dropout Roster Report for 2020-21 Feb. 1 MFP* Refer to Appendix F *Dropout Data* in the SIS User Guide for more information.
GRADE LEVEL DISCREPANCIES						*Why Verification Matters*	*How to Verify Data*
Grade Discrepancies: 2020-21 T9 Students who were T9 in 2019-20*	Report 1	Report 2	Report 3	Report 4	Report 5	BESE policy requires that students must only be enrolled as T9 during one school year. The following school year these students are assigned into the graduation cohort even if schools incorrectly assign them as T9 again.	Verify counts with the student rosters available on the DM FTP validation report.
Students in Feb 1 MFP in a grade at least 3 levels higher or at least 2 lower than in Oct 1 MFP* Students in Feb 1 MFP with a difference of at least 2 grade levels with 2019-20 EOY*						Enrollments of more than one grade level within or between consecutive school years are possible but suspect. Please ensure they are not due to errors in data entry, miscommunications with new students, etc.	

February 1 MFP Spring Collection Statement of Affirmation

The SIS Feb. 1 MFP Statement of Affirmation will be available with the final validation report dropped in the DM FTP .

Submit the completed form with signatures by **Friday, March 12, 2021** using the JotForm link provided at the bottom of the form.

It's important that this form be returned by the deadline certifying your data for the Feb 1 MFP collection.

DEPARTMENT of EDUCATION
louisiana Believes

SIS Feb. 1 MFP Statement of Affirmation

Student Information System (SIS)
Fiscal Year 2020-21
SIS February 1 MFP Data

I hereby certify that the Student Information System (SIS) data submitted by this school district for the February 1 MFP final submission are true and accurate.

Sponsor Code: «SponsorCd»   Sponsor Name: «SponsorName»

Date: _____

SIS Coordinator: _____
(SIS Coordinator name - print or type)

Signature: _____
(SIS Coordinator signature)

School System Leader: _____
(Superintendent/CMO/School System Leader name - print or type)

Signature: _____
(Superintendent/CMO/School System Leader signature)

COMMENTS: (Please note any discrepancies or issues in your counts.)

Please submit the completed form with signatures by <u>Friday, March 12, 2021</u> using the SIS Feb 1 MFP Statement of Affirmation Return form link.

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51

February 1 MFP Spring Collection
Frequently Asked Questions

QUESTION	RESPONSE
What data is collected for February 1 MFP collection?	**SPC:** Planned district and school calendars **SIS:** Student data for all students enrolled on 2/1 including enrollment, <mark>attendance, discipline</mark>, lunch status, homeless and other indicators (504, etc.). **SER:** for SER the Feb 1 MFP Child Count will reflect the total number of special education students included on the MFP Counted report for each LEA.
How much time is there to submit data for the February 1 MFP collection?	The collection span is about **4 weeks** to ensure all data is reported accurately and is complete for the SPC, SIS, and SER systems.

February 1 MFP Spring Collection
Special Education Reporting (SER) System

Collection Name	Application System – What Data is Collected	Deadline
Feb 1 MFP	•**SER/SIS Cross Check (Child Count Compare) Report** – should be blank by the deadline date.	•**Deadline: February 12, 2021**
	•**Feb 1 MFP Final Child Count** – Deadline for verifying data on all MFP and Gifted/Talented reports for MFP Child Count final run. The count will run at the close of business. •**Reports to run and verify:** MFP Counted, Not Counted, and Summary, Gifted/Talented Reports, SER/SIS (Child Count Compare), and SIS/SER Cross Checks	•**Deadline: February 19, 2021**

February 1 MFP Spring Collection
Special Education Reporting (SER) System (contd.)
Reporting Accurate Data

SER Feb 1 MFP Child Count is critical for funding, federal reporting, and assessments. LEAs have until the deadline (**February 19, 2021**) to verify data and ensure all data is submitted.

To be included in the Feb 1 MFP Child Count, a student must have the following:
- A current evaluation disseminated *on* or *before* February 1
- A current IEP with a team meeting date *on* or *before* February 1
- Active services beginning *on* or *before* February 1

The Feb 1 MFP Child Count will be taken with a count date as of Feb 1.

SER is updated nightly at 6:00 p.m. Any data entered or changes made in SER, either evaluations entered, IEPs submitted, or services open, will be reflected the following day.

Please contact Bernetta.Sims@la.gov with

February 1 MFP Spring Collection Validation Reports and Rosters

Validation Reports and Rosters for the Feb 1 MFP collection will be dropped to the DM FTP on 1/25, 2/1, 2/8, 2/15, 2/22(Final).

Validation Report Elements	Validation Roster Elements
Funding • SER Feb 1 MFP Counted • 2019-20 Feb 1 MFP Not Counted ○ For Comparison • SER Feb 1 MFP Not Counted • SER without SIS	• Roster of students in SER but not SIS

February 1 MFP Spring Collection Validation Report

Validation Cover page:

- List of Reports and weekly dates they will be dropped in your DM FTP folder
- Provides a summary of the data submitted by your LEA as of the report date.

2020-21 FEBRUARY 1 MFP SIS SER Data Submission Validation Report

Data Coordinator(s):

This is an analysis report of data submitted for the SIS SER FEBRUARY 1 MFP data collection periods. This data is critical for MFP funding. Please pay close attention to the *"Why Verification Matters"* column. This column is designed to give you information on why it is important to validate your data and how this information will be used for funding, reporting, etc. Please verify your data by completing the actions listed in the column labeled *"How to Verify Data"*. There are columns showing each data point as of each time this report will be generated. These columns show the progress of your submissions throughout the collection period.

2020-21 SIS Feb 1 MFP Statement of Affirmation (SOA) Form and the *2020-21 SER Feb 1 MFP Child Count Data Status Statement of Affirmation Form* are attached at the end of this final report. Please submit the completed form with signatures by **Friday, March 12, 2021,** using the links included in the SOAs.

Important Dates: 2020-21 February 1 MFP SIS/SER Validation Reports will be available on the DM FTP **during the following weeks:**
- *Report 1: Week of January 25, 2021*
- *Report 2: Week of February 1, 2021*
- *Report 3: Week of February 8, 2021*
- *Report 4: Week of February 15, 2021*
- *2020-21 Feb 1 MFP Deadline: February 12, 2021*
- *Report 5 (FINAL Report): Week of February 22, 2021*

There is also an Excel report available on the DM FTP with further detail of elements within this report. The file name is *LEACODE_LEANAME_2020-21 Feb 1 SIS SER Validation ROSTER.xlsx.* Your LEA's FTP contact is listed on the LEA Contact list under announcements on the INSIGHT Coordinator Portal. The following sections are included in the Excel roster, if your LEA does not have any data for a particular category your report will not show that category:

Multiple and duplicate enrollments	Student discipline events
Students on Academic Improvement Plan	Students with 30 or more absences
Roster of students in Oct 1 MFP or Oct 1 CLASS but not in Feb 1 MFP	Homeless students
Current T9 students who were T9 at any time in the prior school year	Students in SER but not SIS
Students with a funding status change between Oct 1 MFP and Feb 1 MFP	Migrant students
Students in Feb 1 MFP with a difference of at least 2 grade levels in Oct 1 MFP	504 students
Students in Feb 1 MFP with large grade-level change from 2019-20 EOY	List of CEP sites

"*" indicates items on the following pages have a corresponding roster

A zero in any field denotes that data has not been reported for that field.

For assistance, please contact Tara.Baylot@la.gov **(SIS and SPC),** Bernetta.Sims@la.gov **(SER),** or Jayanthi.Sothirajah@la.gov **(eScholar Uniq-ID/DirectMatch).**

SIS Results are as of: **2/20/20 8:31 AM**   SER Results are as of: **3/1/20 6:00 PM**

February 1 MFP Spring Collection Validation Report - Funding

What is this section?	Why is it important?	How do I verify and correct this data?
• This is the funding section for the SER Feb 1 MFP of the validation report. In this section you will find the SER Feb 1 MFP counted, SER Feb 1 MFP not counted and the SER without SIS data points.	• These elements are important because LEAs receive funding for each special education student with a current Evaluation, a current IEP, and open services in SER.	• This data can be corrected by utilizing the SER/SIS Cross Check (Child Care Compare) Report, SER/SIS Cross Check Report and the SIS/SER Cross Check Report. The errors on these reports can be removed by matching student data in SIS and eScholar. It's important to ensure these reports are blank so that there are no discrepancies.

FUNDING — SER FEB 1 MFP	Report 1	Report 2	Report 3	Report 4	Report 5	Why Verification Matters	How to Verify Data
MFP Enrollment:						**ALL** unresolved SER counted without corresponding SIS enrollment are **removed** from MFP counts and will be audited by LDOE Finance.	SIS and SER Coordinators should work together to run and make sure the following Cross Check reports are blank (no discrepancies).
SER Feb 1 MFP Counted							• *SER/SIS Cross Check (Child Count Compare) Report*
2019-20 Feb 1 MFP Counted (FOR COMPARISON)							• *SER/SIS Cross Check Report*
SER Feb 1 MFP Not Counted							• *SIS/SER Cross Check Report*
SER without SIS:							
Feb 1 Number of SER without SIS Enrollment*							

February 1 MFP Spring Collection Statement of Affirmation

SER Feb. 1 MFP Statement of Affirmation Return form link will be available with the final validation report dropped in the DM FTP.

Submit the completed form with signatures by **Friday, March 12, 2021** using the JotForm link provided at the bottom of the form.

It's important that this form be returned by the deadline certifying your data for the Feb 1 MFP collection.

DEPARTMENT of EDUCATION
Louisiana Believes

SER Feb. 1 Child Count Statement of Affirmation
Special Education Reporting System (SER)

Fiscal Year 2020-21
MFP Count Date: 2/1/21

I hereby certify that the Special Education Reporting (SER) data submitted by this school district for the February 1 MFP final submission are true and accurate.

Sponsor Code: «SponsorCd»   Sponsor Name: «SponsorName»

Date: _____

Special Education Supervisor/Director: _____
(SpEd Supervisor/Director name - print or type)

Signature: _____
(SpEd Supervisor/Director signature)

School System Leader: _____
(Superintendent/CMO/School System Leader name - print or type)

Signature: _____
(Superintendent/CMO/School System Leader signature)

COMMENTS: (Please note any discrepancies or issues in your counts.)

Please submit the completed form with signatures by Friday, March 12, 2021 using the SER Feb 1 MFP Statement of Affirmation Return form link

Please contact Bernetta.Sims@la.gov with questions.

2020-2021 TSDL Spring Collection

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TSDL Spring Collection
Teacher Student Data Link (TSDL)

Collection Name	Application System – What Data is Collected	Deadline
TSDL Spring	• **Teacher Student Data Link (TSDL)** – Class schedules for first time spring testers for LEAP 2025.	• **Opens: January 8, 2021** • **Deadline: February 17, 2021**

TSDL Spring Collection (contd.)
LEAP 2025 Courses

LEAP 2025 Test Course Information

- Algebra I
- Biology
- English I
- English II
- Geometry
- US History

English III courses were phased out for the 2019-20 school year. The LEAP 2025 Course Code List can be found in the back of the TSDL User Guide.

- End-of year testers should be submitted in the TSDL Spring collection.
- **Retesters:** Handled through the DRC online platform.
- Refer to the **2020-21 TSDL User Guide** (*posted on the LA Believes website see Data Systems – LDOE Data Systems User Guides*).

TSDL Spring Collection (contd.) Validation Reports and Rosters

Validation Reports and Rosters for the TSDL Spring collection will be dropped to the DM FTP during the weeks of 2/1, 2/8, 2/15, 2/22 (Final).

Validation Report Elements	Validation Roster Elements
TSDL Spring First Time Testers: ● Algebra I ● Biology ● English I ● English II ● Geometry ● US History A list of sites with No Spring Testers Reported	● Roster of Teachers by Site with Student and Test Information ● LEAP 2025 Tests by Site with Total Number of Testers ● LEAP 2025 Tests with Course Information

TSDL Spring Collection (contd.)
Validation Reports and Rosters

Validation Cover page:

- List of Reports and weekly dates they will be dropped in your DM FTP folder
- Provides a summary of the data submitted by your LEA as of the report date.

2020-21 TSDL Spring Data Submission Validation Report

Data Coordinator(s):

This is an analysis report of data submitted for the TSDL Spring data collection period. Please pay close attention to the *"Why Verification Matters"* column. This column is designed to give you information on why it is important to validate your data and how this information will be used. Please verify your data by completing the actions listed in the column labeled *"How to Verify Data"*. There are three columns showing each data point as of each time this report will be generated. These columns show the progress of your submissions throughout the collection period.

Important Dates: 2020-21 TSDL Spring Validation Reports will be available on the DM FTP during the following weeks:

- *Report 1: Week of February 1, 2021*
- *Report 2: Week of February 8, 2021*
- *Report 3: Week of February 15, 2021*
- *2020-21 Spring TSDL Deadline: Wednesday, February 17, 2020*
- *Report 4 (**FINAL Report**): Week of February 22, 2021*

There is also an EXCEL report available on the DM FTP with further detail of elements within this report. The file name is *LEACODE_LEANAME_2020-21 TSDL Spring Validation ROSTER.xlsx*. Your LEA's FTP contact is listed on the LEA Contact list under announcements on the INSIGHT Coordinator Portal. The following sections are included in the EXCEL roster; if your LEA does not have any data for a particular category, your report will not show that category:

- Roster of Teachers by Site with Student and Test Information
- LEAP 2025 Tests by Site with Total Number of Testers
- LEAP 2025 Tests with Course Information

For assistance, please contact Bernetta.Sims@la.gov.

A zero in any field denotes that data has not been reported for that field.

Results are as of:

TSDL Spring Collection (contd.) Validation Reports and Rosters

What is this section?
- This is the TSDL Spring LEAP 2025 Spring First-Time Testers section of the TSDL validation report. In this report you will find Algebra I, Biology, English I, and II, Geometry and US History. Along with sites with no spring testers reported.

Why is it important?
- Verification is important to ensure first-time Spring LEAP 2025 testers have been identified for each course. The student and course information is used to pre-code LEAP 2025 test materials

How do I verify and correct this data?
- Once information is uploaded if you receive any errors those errors must be corrected.

TSDL SPRING LEAP 2025				Why Verification Matters	How to Verify Data
SPRING FIRST TIME TESTERS:	Report 1	Report 2	Report 3	Verification is important to ensure first-time **Spring** LEAP 2025 testers have been identified for each course. The student and course information is used to pre-code LEAP 2025 test materials.	Review your TSDL Spring Validation Roster on the DM FTP along with the Excel Roster to ensure all first-time **Spring** LEAP 2025 testers are included.
Algebra I					
Biology					This report only includes first-time **Spring** LEAP 2025 testers with a class end date of on or before June 30, 2021.
English I					
English II					
Geometry					
US History					

Sites With No Spring Testers Reported:
Note: You may disregard sites that   «Missing_sites»

TSDL Spring Collection (contd.)
Frequently Asked Questions

QUESTION	RESPONSE
How are my _Spring_ testers identified in my TSDL submission?	Spring testers are those who are in a LEAP 2025 HS course with a class ending _after_ January 15, 2021.
What grade levels should be uploaded in to TSDL?	It should include any 8th grade students who are earning a credit for a high school course, along with 9th - 12th graders taking a LEAP 2025 course for the first time. ● It should not include students who are taking the grades 3-8 assessments.
Do I upload any of my _LEAP 2025 Retesters_ in my _Fall_ or _Spring_ submissions?	All re-testers are handled through the DRC online platform. Call DRC LA HelpDesk (888) 718-4836. If you have questions, please contact Bryan.Gendron@la.gov

2020-2021 STS
Mid-Year Collection

Mid-Year Collection
Student Transcript System (STS)

Collection Name	Application System – What Data is Collected	Deadline
STS Mid-Year	• **Student Transcript System (STS) -** Student midyear transcripts	• **Opened: January 8, 2021** • **BOR/LOSFA data pulls begin: February 15, 2021**

If needed, STS can be reopened for making corrections to prior periods. *Please complete the STS Prior Collection Period Access Request Form and email to barrett.adams@la.gov.*

STS Mid-Year Collection
Validation Reports

STS Validation Reports will be dropped to the DM FTP during the weeks of 2/1 and 2/15.

Validation Report Elements	Validation Roster Elements
- Count of students by grade level - Count of graduates in STS - Count of graduates in SIS 12th graders without parental consent 12th graders without FAFSA 12th graders without MetGEE 11th and 12th CA students without an IBC 10th grade ND students - Mismatched course codes	- Students in STS by grade level and number of graduates 12th-grade students missing parental consent, FAFSA, and/or GEE - Roster of 11th- and 12th-grade JumpStart-pathway students missing a required IBC; and 10th-grade students still on *undeclared* diploma path - Students in courses where "CourseCd" value is on a 4-point scale but "CourseTypeCd" is on 5-point scale (AP, DE, etc.)

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STS Mid-Year Collection Validation Reports

STS Feb BOR Count of Students			Why Verification Matters	How to Verify Data
Students by Grade:	**Report 1**	**Report 2**	These are the students by grade level in your LEA. The counts should match your enrollment in SIS and total numbers of mid-year graduates.	Public/Charters can check against your current SIS data to make sure the totals match.
T9	«T91»	«T92»		• Run *SISR04 Enrollment Report*
9	«M_91»	«M_92»		• Run *SISR06 Enrollment Roster Report*
10	«M_101»	«M_102»		• Run *SISR25 Graduate Roster Report*
11	«M_111»	«M_112»		
12	«M_121»	«M_122»		You can also cross check this report with your current STS screens and the Export Summary to Excel Function.
Number of Graduates in STS	«STSGrads1»	«STSGrads2»		The first tab of the EXCEL file will list the raw data to cross check with your STS reports.
Number of Graduates in SIS	«SISGrads1»	«SISGrads2»		

STS Feb BOR Seniors			Why Verification Matters	How to Verify Data
12th Graders Only:	**Report 1**	**Report 2**	In order for a student to graduate, they must have a valid entry for a FAFSA and have "Met GEE" marked in STS. In order for a graduate to be screened by TOPS and viewed by colleges, every student must have parental consent.	You can cross check this report with your current STS screens and the Export Summary to Excel Function.
No Parental Consent	«Consent1»	«Consent2»		The second tab of the EXCEL file will list the raw data to cross check with your STS reports.
No FAFSA	«FAFSA1»	«FAFSA2»		
Statewide Assessments not complete	«Ass1»	«Ass2»	LOSFA uses this information to determine TOPS eligibility. The sooner you get parental consent the better, as you only need one form from the student and then the parent must request to opt out if they want to rescind consent.	

STS Mid-Year Collection Validation Reports

STS Feb BOR Miscellaneous			Why Verification Matters	How to Verify Data
	Report 1	Report 2		
11th and 12th grade Jumpstart students without an IBC	«NoIBC1»	«NoIBC2»	An IBC must be approved for its particular Jumpstart graduation pathway.	You can cross check this report with your current STS screens and the Export Summary to Excel Function.
10th-grade students on *undeclared* diploma path	«ND1»	«ND2»	Students can no longer be classified as ND after April 1 of their 10th grade year.	The third tab of the EXCEL file will list the raw data to cross check with your STS reports.
Records with 4-pt. CourseCd value but 5-pt. CourseTypeCd value	«CourseMis1 »	«CourseMis2»	The *CourseCd* value determines the GPA scale used in a student's official GPA, not the *CourseTypeCd*. Records identified for this item suggest schools intended for students to be in classes on a GPA scale greater than 4.0; however, these students will only receive up to 4.0 points unless the CourseCd is changed to reflect a higher-GPA-scale course.	If applicable to your LEA, the respective roster accompanying this report indicates by site, student LASID, and course where STS shows a discrepancy.
Sites with NO STS Data (Grades 9-12)	«Sites_without_data2»			Sites without data may have not rolled over due to site code changes or the site might need to be removed.

Student Transcript System (STS) Frequently Asked Questions

QUESTION	RESPONSE
Can we still work on mid year graduates and seniors after Feb. 15?	Yes, you can still work past Feb. 15. LOSFA and BOR begin their data pulls beginning mid-February. Please try to submit your mid-year graduate data as soon as possible.
The benchmark calendar has a deadline of May 28 for graduating seniors. What if our school year extends beyond May 28?	May 28 is a target date for submitting data for 2020-21 graduates. BOR starts making decisions in mid-June about TOPS eligibility. Please try to submit your graduate data as soon as possible. STS will remain open until the end of September for submitting 2020-21 final transcripts for all students.
Where do I get the official transcripts from STS 2019 and above?	Starting with 2019-20 school year, all official transcripts are available in STS and are no longer being sent to OTS. All 2018 and older transcript are still in OTS.

Please contact barrett.adams@la.gov with questions.

Parallel Data Collections for 2020-2021

2020-2021 Parallel Data Collections

The 2020-2021 school year will be a transitional year for data collections. Data will be collected in both the state legacy data systems and the EdLink 360 system.

- The EdLink data submission schedule is purposefully aligned with the legacy system collection schedule to provide school systems with multiple opportunities to compare and validate their data before EdLink 360 goes live in August 2021 and the legacy systems are retired.

- Data collected in the legacy systems during the 2020-21 school year will be the **source of truth** for funding, accountability and reporting.

- To assist school systems and vendors through this transition, training was provided this fall which included a walk-through of the EdLink data submission process, technical details about the EdLink 360 extracts, and a demonstration of the file processing dashboards.

Please contact edlink360@la.gov with questions.

2020-2021 Parallel Data Collections
EdLink 360 Extracts

Review the 2020-2021 Parallel data submission schedule for EdLink 360 extracts which is posted on the EdLink 360 Support page.

Vendors and data managers should ensure they have programmed the latest version of the EdLink 360 extract files. The following is posted on the EdLink 360 Support page.
- Extract files
- A recent list of extract and user guide updates
- *List of All Extract and TBL Updates made since beginning of the Pilot* document. last update was 02-03-21
  - Please continue to check back to remain abreast of any recent updates that have been made in the user guide, extract layouts and sample layouts.

2020-2021 Parallel Data Collections
EdLink 360 Extracts

DO NOW

Legend	
Staff Data	
Student Data	
Other	

1 — Schools / Calendars

2 — Student Demographics / Enrollments / Attendance

3 — Programs / Program Membership / Homeless Services

4 — Discipline / K-3 Assessments

5 — Staff Demographics / Staff Assignments

6 — Courses / Course Offerings / Student Schedules / Staff Schedules

7 — Diplomas / Diploma Requirements / Transcripts & IBCs

8 — Staff Absences, Payroll / Mentor Teacher & Resident Teacher

Extract layouts and sample extract files are posted on the EdLink 360 Support page.

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Please contact edlink360@la.gov with questions.

EdLink 360 Dashboards

There was previously an issue with not being able to access the EdLink 360 Dashboards. These dashboards are now available to review the file processing results of the EdLink extracts dropped daily on the EdLink FTP server and loaded to the EdLink 360 data warehouse.

EdLink 360 login: https://reports.edlink.la.gov/Dashboard

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EdLink 360 - Passing of Historical Data
for the 2019-20 and 2020-21 School Years

After the close of the 2020-21 school year EOY data collections, school systems will be required to pass their historical data to the EdLink360 data warehouse. This process will be the same as the process that was used to pass the 2018-19 historical data.

Additional information and instructions will be available at a later date.

Please contact edlink360@la.gov with questions.

Data Manager Resources

2020-2021 Parallel Data Collections Resources

Legacy System resources are posted on the System Support page:
- User Guides (SPC, SIS, TSDL, PEP, AFR, STS, SER, eScholar, etc.)
- Training Library
- System specific pages
- Data Reporting Guidance
- Email systemsupport@la.gov with questions

EdLink 360 Resources are posted on the EdLink 360 Support page:
- Extract file layouts
- User Guides
  - 2020-2021 User Guide for Calendar and Attendance Data Extracts
  - 2020-2021 User Guide for Student Data Extracts
  - 2020-2021 User Guide for Staff Data Extracts
  - 2020-2021 User Guide for eScholar StaffIDs
- Other Resources (Sample extract files, StaffID templates, FAQs, training registration links, etc.)
- Email edlink360@la.gov with questions

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Data Coordinator Monthly Webinar Slide Decks

Data Coordinator Webinar slide deck
- Copies of the current and prior month webinar slides are located in the School Improvement library: https://louisianabelieves.com/resources/library/school-improvement

DATA COORDINATOR MONTHLY CALLS

File
Data Coordinator Monthly Call December 2020
Data Coordinator Monthly Call November 2020
Data Coordinator Monthly Call October 2020
Data Coordinator Monthly Call September 2020
Data Coordinator Monthly Call August 2020

Data Management FTP

The following files are available on the DM FTP:

Data	File Names (s)	LEA Staff Who Will Need File
Interest and Opportunities Surveys 1/15 and 1/22	LEACode_IO_Survey_Report_01.22.2021 LEACode_IO_Survey_Report_01.51.2021	Data and Accountability Managers
Oct 2020 Economically Disadvantaged	LEACode_LEAName_Oct 2020 Economically Disadvantaged	Federal Program and Finance Staff
2019-20 ELPT Roster Post DataCert update	LEACode_LEAName_2019-20 ELPT Roster Post DataCert update	Superintendents and Accountability Managers
2020-2021 ACT Match_No Match Roster 01072021	LEACode_LEAName_2020-2021 ACT Match_No Match Roster 01072021	Superintendents and Accountability Managers
2019-20 Perkins Core Indicator reports	LEACode_LEAName_2019-20 Perkins Core Indicator Report	Career & Technical Education Supervisors

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Please contact ldedata@la.gov with questions.

LDOE Weekly Newsletters

- To subscribe, email ldoecommunications@la.gov
- Previous issues of the newsletters can be found in the Department's newsroom.

Please contact ldoecommunications@la.gov with questions.

Trainings and Office Hours

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Training Library

Training Library

- The Training library on the System Support page, contains training modules and videos by system (legacy systems, SER, eScholar) and by topic. These training modules were developed for data coordinators, data managers, and others who want to learn more about the systems and how to submit data.

EdLink 360 Training

- EdLink 360 training slides and recordings are available on the EdLink 360 support page.

Online eScholar Training

- Online eScholar training is available for **Uniq-ID, DirectMatch** and **StaffID**
- Please email systemsupport@la.gov for registration information.

Recent Legacy Systems Trainings

- **STS:** Slide deck and recordings for the STS Training for Public Schools and Nonpublic Schools held in January are posted on the [System Support Page](#). [Student Transcript System (STS) section](#). Please contact barrett.adams@la.gov with questions.

- **SER:** Slide deck for the SER Feb 1 MFP Child Count trainings held in January are posted on the [System Support Page - SER section](#). Please contact bernetta.sims@la.gov with questions.

Recent EdLink 360 Trainings

EdLink 360 File Processing trainings were held recently. During these trainings instructions were given for how to navigate and interpret the EdLink dashboards after files have been uploaded. A copy of the slide deck and recording for each webinar are posted on the EdLink 360 Support page.

- **Data Processing Dashboard Training 1**
- **Data Processing Dashboard Training 2**
- **Data Validation Dashboard Training 3**

Data Coordinator Office Hours

Weekly office hours are being held for the legacy systems (SPC, SIS, SER, TSDL, STS, eScholar Uniq-ID, DirectMatch, StaffID, etc.):

- **Time: 1:00 p.m.** each Thursday (except the Thursdays when the monthly Data Coordinator webinar is held).
- **Dates:** February 11, 18, 25, 2021
- **Link:** https://ldoe.zoom.us/j/93069704449
- **Dial-In Phone Number:** (408) 638-0968
- **Meeting ID#:** 930 697 04449

Slide deck for the January 28 Data Coordinator Office hours is posted on the System Support page.

Office Hours for EdLink 360

Beginning February 11, we will resume our regular EdLink 360 Office Hours to discuss issues and concerns regarding the EdLink 360 Data Warehouse (e.g. Extracts, sample extracts, submission schedules, file processing dashboards, DQ dashboards, security, etc.).

- **Time: 10:00 a.m.** each Thursday
- **February Dates:** February 11, 18, 25, 2021
- **Link:** https://ldoe.zoom.us/j/96068167577
  Dial-In Phone Number: 408-638-0968
- **Meeting ID#:** 942 2958 9822

Please contact edlink360@la.gov with questions.

Looking ahead …

Next Webinar

- **Date and Time**: March 4 at 1:00 p.m.
- **Webinar Link**: https://ldoe.zoom.us/j/976397929
- **Webinar Name**: Data Coordinator Webinar
- **Phone**: (408) 638-0968
- **Meeting ID#**: 976 397 929

If there are agenda items and/or topics you would like to include for the next webinar, please email your suggestions to sherry.randall@la.gov.

Webinar Highlights and Next Steps

- eScholar Uniq-ID - Submit new student enrollments
- eScholar DirectMatch - Resolve Near matches from statewide run
- eScholar StaffID - Complete StaffID Assignments
- 2020-2021 Parallel Data Collections - **Legacy Systems**
  - Submit data to meet collection deadlines (TSDL Spring, February 1 MFP, STS Mid-Year)
  - Review TSDL Spring, SIS SER Feb 1 MFP and STS Mid-Year validation reports and rosters, correct any errors and ensure data is accurate and complete by the collection deadlines
  - Participate in Data Coordinator Office Hours
- 2020-2021 Parallel Data Collections - **EdLink 360**
  - If needed, review Extract Review Trainings (Kickoff and Groups 1-8)
  - Review File Processing Dashboard Trainings
  - Submit EdLink 360 extract files to the EdLink FTP (refer to EdLink 360 User Guides)
  - Login to EdLink 360 Data warehouse to review file processing results
  - Participate in EdLink 360 Office Hours

Important Reminders/Call Summary

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Annual Financial Reporting (AFR): Jara.Bode@la.gov
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS), School Calendar (SPC), Sponsor Site System (SPS):
  Tara.Baylot@la.gov
- Student Transcript System (STS), Curriculum (CUR): Barrett.Adams@la.gov
- Profile of Educational Personnel (PEP): Jara.Bode@la.gov
- Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch, StaffID; and CVR: Jayanthi.Sothirajah@la.gov
- 2020-21 and 2021-22 System Enhancements, EdLink Security: Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- EdLink 360: EdLink360@la.gov

Louisiana Secure ID System (eScholar)
Who to contact for support

Who to Contact for Support	For assistance with
anantha.lakkakula@la.gov	● Split a Shared LASID, Retire a Duplicate LASID, LASID Audits
systemsupport@la.gov	● Uniq-ID, DirectMatch or StaffID general questions ● eScholar User Access and Role Based Questions
support@escholar.com	● eScholar FTP Industry Based Credentials (IBCs) folders ● eScholar FTP HiSet folders ● Software bugs (system outage, security issues etc.) ● Administrative functions such as system settings and configurations ● File Format/Upload Questions ● Requests for utilizing web services
Your LEA Security Coordinator	● System access for new users ● Assistance with your eScholar login/password
wen.fan@la.gov or LDEdata@la.gov	● Security Coordinators needing credentials or assistance provisioning their LEA staff with system access ● Data Management FTP Updates and support

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Please contact systemsupport@la.gov with questions.

Call Summary

Month	Key Deadlines	Support and Resources
February	- SIS: Feb 1 MFP Spring collection deadline - Feb. 12 - SER: Feb 1 MFP Spring collection deadline - Feb. 19 - TSDL: Spring collection deadline - Feb. 17 - STS: Mid-Year collection BOR/LOSFA data pulls - beginning Feb.15	- Data Coordinator Monthly Call: Feb. 4 - Data Coordinator Office Hours 1:00 pm Thursdays 2/11, 2/18, 2/25 https://ldoe.zoom.us/j/93069704449 - EdLink Office Hours 10:00 am Thursdays 2/11, 2/18, 2/25 https://ldoe.zoom.us/j/94229589822
March	- SPC/SIS: EOY collection opens: Mar. 8 - SIS: Feb 1 MFP Statement of Affirmation return - Mar. 12 - SER: Feb 1 MFP Statement of Affirmation return - Mar. 12	- Data Coordinator Monthly Call: Mar. 4 - Data Coordinator Office Hours 1:00 pm Thursdays 3/11, 3/18/, 3/25 https://ldoe.zoom.us/j/93069704449 - EdLink Office Hours 10:00 am Thursdays 3/4, 3/11, 3/18, 3/25 https://ldoe.zoom.us/j/94229589822

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Please contact systemsupport@la.gov with questions.